

Employment—Job Search/Training Assets

Please send updates and corrections to cjordan@greenville-sc.gov, or use this [online survey](#).

The resources listed below are available in the Greenville, SC area to help local job seekers qualify for and attain work. Some resources have age and/or income restrictions, so call or email for more information.

AARP Foundation

Senior Community Service Employment Program (SCSEP)

301 University Ridge, Greenville, SC 29601

(864) 467-3325, www.aarp.org/aarp-foundation/our-work/income/back-to-work-50-plus/smart-strategies-for-50-plus-jobseekers/info-2013/senior-community-service-employment-program.html

- generally 18 hours/week paid job training to eligible citizens over the age of 55

Alston Wilkes Society

301 University Ridge, Suite 6500, (864) 282-4538, www.alstonwilkessociety.org

- case management, counseling and employment services to offenders, ex-offenders, homeless people and families in crisis

Career One-Stop

www.careeronestop.org

- US Department of Labor job search website offering everything from federal to local job postings, including scholarships and education information, as well as resume and career tips

Career Skills Now

Buck Mickel Center 216 S. Pleasantburg Drive, Suite 140, Greenville, SC 29607

(864) 524-8991, (864) 546-4700

<http://careerskillsnow.com/index.html>

- South Carolina Manufacturing Certifications (SCMC) available through this free program

- Attend an information session (no appointment needed) on Tuesdays at 1:00 p.m.

Center for Community Services

1102 Howard Drive, Simpsonville, SC 29681, (864) 967-2022, www.centercs.com/Resources/

- Adult literacy, Health services, early childhood education, emergency assistance, employment assistance

Goodwill Industries of Upstate/Midlands SC

115 Haywood Rd. Greenville, SC 29607

(864) 351-0100, www.goodwillsc.org

3229 W. Blue Ridge Drive, Greenville, SC 29611

- Senior Community Service Employment Program (SCSEP) for individuals 55 and older

- computer literacy classes, mentoring for youth ages 12-17, career skills training and support for youth ages 18-21, a variety of professional certifications

- Berea and Greer: English as Second Language (ESL) classes, Financial Stability Centers

Greenville County Schools, Lifelong Learning Program

206 Wilkins Street, Greenville, SC 29605 (Sullivan Center Campus), (864) 355-6088

www.greenville.k12.sc.us/lifelong

- Classes in the following are available for \$30 registration fee: GED, ESL, Child Care Training, WorkKeys Review and Testing, Computer Recertification, Spanish, Graduate credit classes for teachers (\$500/each)

Greenville Literacy Association

McAlister Square Learning Center, 225 S. Pleasantburg Drive, Suite C-10, Greenville, SC 29607

(864) 467-3456, <http://greenvilleliteracy.org>

Monday – Friday: 8:30am to 4:30pm

- Adult education, GED, Literacy Activities

Greenville Technical College (Quick Jobs with a Future)

Located at the Buck Mickel Center

216 S. Pleasantburg Drive, Greenville, SC 29607

(864) 250-8249, www.gvltec.edu/CCD

- offers short course training in a variety of fields with jobs locally (Health Care; Skilled Trades and Technical; Environmental, Occupational Health and Safety, Green Jobs; Creative Careers)

Project Host - C.C. Pearce Community Culinary School

525 S. Academy St. Greenville, SC 29601

(864) 282-1994, www.projecthost.org

- free 12-week hands-on training program in the food service industry

Salvation Army

417 Rutherford Street, Greenville, SC, 29609, (864) 235-4803,

www.salvationarmycarolinas.org/greenvillesc/programs

- Free 6-month rehabilitation program for men, provides housing and employment skills

- also provides character building programs for youth, music training, community building and fellowship for adults, housing assistance

SC Department of Employment and Workforce (DEW)

www.dew.sc.gov, toll-free 866-831-1724

- unemployment insurance claims and benefits

SC Vocational Rehabilitation Department

105 Parkins Mill Road, Greenville, SC 29607

(864) 297-3066, <http://scvrd.net/individuals/>

- work one-on-one to remove barriers to employment for individuals with mental or physical disability, criminal records, substance-abuse issues, or homeless

SC Works, Greenville

McAlister Square University Center, 225 S. Pleasantburg Drive, Suite E-1, Greenville, SC 29607
(864) 467-8080, www.scworks.org

Monday – Friday, 8:30am – 5:00pm

- Workforce Investment Act (WIA) funding – workforce training
- computer centers for job searching/application
- dress for job interview; bring ID, SS Card, DD-214, certifications, work history and references
- Training and testing for WorkKeys, and other qualifying tests
- special career assistance available for veterans and spouses, individuals with disabilities, seniors
- workshops available on resume writing, interviewing skills, networking, professional dress, and more
- assistance with GED

SHARE - LADDER Program

614 N. Main Street, Greenville, SC 29601, (864) 527-8990, www.sharesc.org

- LADDER offers scholarships to obtain job training at Greenville Tech and other training sites for short-term certificate programs in health care, computers, truck driving, advanced manufacturing, other areas
- Case management is provided to help individuals qualify for and obtain job training and gainful employment

Soteria

210 Shaw Street, Greenville, SC 29609, (864) 272-0681, www.soteriacdc.org

- GreenStart deconstruction/recycling job training program for individuals recently released from incarceration

United Ministries- Employment Readiness

503 Vardry Street, Greenville, SC 29601, (864) 232-6463, info@united-ministries.org
www.united-ministries.org

- adult education for persons 17 and older to help with GED, WorkKeys , and work skills (located at 606 Pendleton Street)
- employment readiness with WorkKeys preparation, a four-day employability skill class, and work one-on-one with participants to remove barriers related to transportation, childcare, criminal background, and substance abuse
- Some sponsorships available for job training courses at Greenville Technical College

Urban League of the Upstate - Career Link

15 Regency Hill Dr. Greenville, SC 29607

(864) 244-3862, www.urbanleagueoftheupstate.org

- Career Development and Learning Center offers self-paced training in office management and computer technology skills
- Career Link provides employment counseling, assessment, GED classes, and resume writing assistance
- WorkKeys assistance and training options are also available

Youth

In addition to the resources listed above, the following resources are available specifically for youth varying between ages 16 to 24.

Career Skills Now

Buck Mickel Center 216 S. Pleasantburg Drive, Suite 140, Greenville, SC 29607

(864) 236-6534, <http://careerskillsnow.com/index.html>

- Free advanced manufacturing certifications and paid work experience available for youth ages 17-21
- Information sessions (no appointment needed) every Tuesdays at 1:00 p.m.

Job Corps

19 Job Corps Avenue, Bamberg, SC 29003

Tel: (803) 245-5101, <http://bamberg.jobcorps.gov>

- free education and training program that helps young people 16 to 24 years of age learn a career, earn a high school diploma or GED, and find and keep a good job
- campus includes housing, transportation to the campus is provided, a basic living allowance is provided
- Self-paced training provided in Carpentry, Cement Masonry, Computer Technician, Culinary Arts, Facilities Maintenance, Material & Distribution Operations, Office Administration, Plumbing, Welding
- training lasts from 1 to 2 years

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- Project Reconnect provides at-risk youth ages 17 to 21 with career options, supplemental education assistance, and employment experience